

**DRAFT
Minutes
Hartford Planning Commission
June 26, 2023**

**THIS MEETING WAS CONDUCTED IN COMPLIANCE WITH
THE VERMONT OPEN MEETING LAW
IN PERSON WITH ELECTRONIC PARTICIPATION AVAILABLE**

Present: John Reid, Chair, (01-11-24), Bruce Riddle, Vice Chair, (02-07-25), Toby Dayman (06-28-24), Dillon Bianchi (09-05-25), Colin Butler (07-12-24), and Jo-Ann Ells, Zoning Administrator

Absent: John Heath (03-22-24) and Kim Souza, Selectboard Liaison

Administrative Matters

John Reid took a roll call and read the Hybrid Meeting Script.

1. Public Comment

None

2. Minutes

Bruce Riddle moved to approve the minutes of May 22, 2023 with changes. Toby Dayman seconded, and the motion passed unanimously.

Bruce Riddle moved to approve the minutes of May 24, 2023 with changes. Colin Butler seconded, and the motion passed unanimously.

3. Administrative Permits

Jo-Ann Ells noted that permits were issued to replace decks at Snow Village Condos

4. Act 250 Applications

None

5. Town Plan Steering Committee update

Bruce Riddle told the Commission that the Committee would be meeting later in the week.

6. Regional Planning Commission (RPC) update

2. 06-26-22

Bruce Riddle reported that the RPC held their annual dinner, elected officers, and would meet in September.

7. Climate Action Plan update

John Reid informed the Commission that the Climate Advisory Committee has been working on a plan for plantings with the Wilder School, but the project is on hold as the School District does not have staff available to maintain new plantings.

8. Availability for the next Public Hearing

Toby Dayman stated that he was not available for the July 31st Hearing.

Public Hearing

John Reid opened the Public Hearing, asked people to sign in, explained the Hearing process and Interested Party Rule, and administered the oath.

1. Application #23-05 by Sayre and Esther Merritt, and Spencer and Danielle LeMay (owners/applicants) for approval of a boundary line adjustment between lots 08-0165-000 and 08-0167-000, 1610 and 1676 Old River Road, Hartford, in a RC-2 zoning district.

Present to represent the application were property owners Sayre Merritt, and Spencer and Danielle LeMay, Attorney Aaron Simpson, and surveyor Skip Nalette of Pathways Consulting.

Jo-Ann Ells reviewed the draft Findings of Fact.

Aaron Simpson clarified that there were two easements related to the properties, a drainage easement, and a use easement, and asked that Findings #10 be amended as such.

Skip Nalette noted that monuments would be set for the eastern boundaries of the use easement and suggested that any Decision acknowledge this.

It was noted that an existing culvert under the LeMay driveway should be required to be shown on the survey.

There was no public comment.

Bruce Riddle moved to close the Public Hearing. Dillon Bianchi seconded, and the Public Hearing was closed.

Changes to the draft Findings of Fact were reviewed.

Bruce Riddle moved to approve the application with the noted changes. Dillon Bianchi seconded, and the motion passed unanimously.

2. Application #23-08 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in a R-3 zoning district and Agricultural overlay district.

Present to represent the application were Ann Kynor, P.E. of Pathways Consulting and Jonathan Garthwaite, Hartford School District Director of Buildings & Grounds.

Jo-Ann Ells noted that the Zoning Board of Adjustment had opened the Public Hearing on the applicant the prior week and requested several changes to the application be considered. She noted that the applicant wished to review the list of changes with the Planning Commission, determine if there were any additional items to address, and continue the Hearing to July.

Jonathan Garthwaite gave an overview of the application.

Jonathan Garthwaite reviewed the following items that the Zoning Board of Adjustment had requested be addressed:

- Generate an alternate configuration with the building moved to the east, with the parking area behind the structure
- Provide additional information regarding the need for 15 parking spaces
- Provide information regarding the minimum turning radius for the vehicles that will use the property
- Include a gate to restrict off hours access

John Reid asked about the proposed equipment shed.

Jonathan Garthwaite noted that part of the building will include a covered storage area for equipment. John Reid asked if fuel or oil would be stored on site. Jonathan Garthwaite stated that fuel and oil would not be stored on site.

Toby Dayman commented that he did not think the site needed to be gated.

Toby Dayman asked about the number of parking spaces. Ann Kynor stated that 15 parking spaces were proposed including 2 bus spaces.

Toby Dayman noted that an apron would be needed to accommodate access to the building for equipment.

Toby Dayman suggested trees be added to the Christian Street side of the project.

Colin Butler questioned how equipment would be fueled if fuel was not stored on site.

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Jonathan Garthwaite explained that a truck/trailer will be brought to the site for this purpose.

It was noted that equipment may still be parked in the field after construction of the storage area.

It was noted that if a truck and trailer are on site, they will be parked in a designated parking space.

Jonathan Garthwaite confirmed that equipment would be serviced/maintained off site, there would not be a floor drain in the building, and that staff would collect trash and recyclables.

Colin Butler asked that lights not be on motion sensors as this could be bothersome to residential neighbors. He added that he preferred no nighttime lights. Dillon Bianchi and John Reid commented that they were comfortable with the proposed motion sensor lights.

Colin Butler asked if a replacement septic area was required. Ann Kynor explained this is not required for mound systems as they can be replaced in the same location.

Colin Butler asked that the applicant consider installing conduit for EV charging stations. John Reid commented that he assumed this could be done off-site. Dillon Bianchi added that it would be easy to add EV charges in the future as the parking area will be gravel.

Colin Butler questioned if the requested trees along Christian Street side of the property were appropriate for the neighborhood.

John Reid asked for public comment.

Liz Storn stated that she supported the use and noted she'd like:

- To review the revised plans
- To have the parking reduced if possible
- A sidewalk on Christian Street

She added that existing traffic on Christian Street is very fast and is concerned with added traffic.

There was discussion about plantings on the south side of the project to screen the adjacent dwelling. It was noted that the applicant would need to determine if plantings could be allowed in the right-of-way.

Judy Barwood asked how the project would affect her right-of-way. Jonathan Garthwaite explained that the proposed access was in the right-of-way.

Judy Barwood said she supported the idea of a gate, but would need access.

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David Osborne noted that he supported the use, was concerned with traffic, and suggested the pipes for the spring be researched.

Bruce Riddle moved to continue the application to July 31, 2023. Dillon Bianchi seconded, and the motion passed unanimously.

Adjournment

At 7:30 p.m., Bruce Riddle moved to adjourn. Colin Butler seconded, and the Hearing was adjourned.

Respectively Submitted,

Toby Dayman, Clerk